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Davis-Besse Nuclear Power Station

EMERGENCY PLAN IMPLEMENTING PROCEDURE

RA-EP-02110

Emergency Notification

REVISION 03

Prepared by: Patti J. Smith

Procedure Owner: Manager - Security

Effective Date: OCT 23 2002

Procedure Classification:

☒ Safety Related
☐ Quality Related
☐ Non-Quality Related

LEVEL OF USE:

STEP-BY-STEP

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1.0 PURPOSE

To provide guidelines for notifying the Emergency Response Organization and offsite agencies in accordance with the Davis-Besse Nuclear Power Station Emergency Plan.

2.0 REFERENCES

2.1 Developmental

2.1.1 Davis-Besse Nuclear Power Station Emergency Plan

2.2 Implementation

2.2.1 DB-OP-00002, Operations Section Event/Incident Notifications and Actions

2.2.2 DBNPS Emergency Plan Telephone Directory

3.0 DEFINITIONS

3.1 **COMPUTERIZED AUTOMATED NOTIFICATION SYSTEM (CANS)** - A computer assisted system that has the following capabilities:

3.1.1 Contacting emergency response personnel through the use of pagers or the telephone system.

3.1.2 Accepting calls from authorized emergency responders.

3.1.3 Maintaining an updated list of Emergency Responders that have or have not responded.

3.2 **EMERGENCY RESPONSE ORGANIZATION (ERO)** - The organization formed and trained to respond to various emergencies according to requirements in the DBNPS Emergency Plan.

3.3 **EMERGENCY RESPONSE ORGANIZATION ON CALL REPORT** - A weekly report, which lists the schedules of On Call, On Coming and Standby ERO Responders.

3.4 **INTEGRATED ON CALL REPORT** - A weekly report which lists positions that have on call Plant Duty Responsibilities along with their On Call ERO Responsibilities.

3.5 **ON CALL TEAM** - Personnel in the ERO who are designated as the primary responders.

3.6 **ON COMING TEAM** - Personnel in the ERO who are designated as the first alternate to the On Call Team responders.

3.7 **SCENARIO ACTIVATION PASSWORD** - Numbers assigned to designated individuals used to activate CANS.

3.8 **STANDBY TEAM** - Personnel in the ERO who are designated as the second alternate to the On Call Team responders.

- 3.9 INITIAL NOTIFICATION FORM - The form used when notifying the State and Counties of an emergency at the Davis-Besse Nuclear Power Station. The Initial Notification is also used when changing either the level of classification or the protective action recommendations.
- 3.10 PERIODIC UPDATE FORM - The form used when updating the State and Counties of the status of an emergency at the Davis-Besse Nuclear Power Station.

4.0 RESPONSIBILITIES

- 4.1 The Emergency Director shall be responsible for ensuring that Emergency Response Organization notification and offsite notifications are performed in accordance with this procedure.
- 4.2 The Shift Manager or designated alternate shall be responsible for the activation of CANS upon declaration of an emergency or drill classification.
- 4.3 The Supervisor - Emergency Preparedness shall be responsible for:
 - 4.3.1 Review of documentation created from this procedure.
 - 4.3.2 The corrective actions of any deficiencies found with the equipment.

5.0 INITIATING CONDITIONS

- 5.1 This procedure shall be activated when any of the following have been declared:
 - 5.1.1 Unusual Event
 - 5.1.2 Alert
 - 5.1.3 Site Area Emergency
 - 5.1.4 General Emergency

6.0 PROCEDURENOTE 6.1

- The priority for performing notification is as follows, however, steps may be performed concurrently:
 1. Notification of ERO using CANS - Section 6.1.
 2. Notification of State and Counties - Section 6.2.
 3. Notification of ERO using Sections 6.3 and 6.4.
 4. Notification of NRC - Section 6.5.
- Initial notification of the State and Counties or a change in Protective Actions is required within 15 minutes of declaration of an emergency or change in classification.

6.1 Notification of the Emergency Response Organization Using the Computerized Automated Notification System (CANS)6.1.1 IF the individual activating CANS is not a(n):

- Shift Manager,
- Emergency Assistant Plant Manager,
- Unit Supervisor,
- Shift Engineer,
- Supervisor – Security Shift
- Alarm Station Operator
- Emergency Planning Advisor,
- Emergency Offsite Manager, or
- ECC Communications Equipment Operator

THEN obtain a scenario activation password from one of these personnel.

6.1.2 To activate CANS, the Shift Manager or designee shall:

NOTE 6.1.2.a

- After CANS has been activated for an Alert, Site Area Emergency, or a General Emergency, use the manual ERO group page to notify the ERO of a change in emergency classification. Step 6.3

- a. IF upgrading an emergency classification from an Unusual Event, THEN activate CANS. GOTO step 6.1.2.c.
- b. IF reclassifying a previously declared drill or emergency, THEN manually activate the ERO group page. GOTO Step 6.3.

- c. Obtain the Emergency or Drill Classification from the Emergency Director.
- d. Obtain the CANS access number from the Immediate Notification Numbers section of the Emergency Plan Telephone Directory.
- e. Dial the CANS number from a touch tone telephone line:
 - 1. IF you fail to contact CANS after two attempts, THEN manually activate the ERO group page. GOTO Step 6.3.
- f. REFER TO the CANS Activation Flow Chart in the Immediate Notification Numbers section of the Emergency Plan Telephone Directory for activation.

NOTE 6.1.2.g

Within 10 minutes the pager located in the Control Room or CAS should activate with displays of the selected classification code.

- g. Wait for the Control Room or CAS pager to activate with the proper display:
 - 1. If the Control Room and the CAS pager fail to respond, then contact the On Call Emergency Offsite Manager. (See the Integrated On Call Report for number.)
 - 2. Upon contact inquire if their pager has received the proper Emergency or Drill Classification Code.
 - 3. IF CANS is not working, THEN manually activate the ERO group page. GOTO Step 6.3.
- h. Review the CANS Fax to ensure the ERO positions are being filled.
 - 1. IF the positions are not being filled, THEN contact the On Call Emergency Offsite Manager (see the Integrated On Call Report for numbers).

6.2 Notification of the State and Counties

NOTE 6.2

Initial notification of the State and Counties or a change in Protective Actions is required within 15 minutes of the declaration of an emergency or a change in classification.

- 6.2.1 When making an initial notification, the Shift Manager or designee shall fill out an Initial Notification form (DBEP-010).

NOTE 6.2.2

Periodic updates are required as conditions change or hourly, as a minimum, unless the offsite agencies agree to forgo them.

- 6.2.2 When making a periodic update, fill out a Periodic Update form (DBEP-009).
- 6.2.3 Review and obtain the Emergency Director's approval on a Davis-Besse Emergency Notification Coversheet (DBEP-012).
- 6.2.4 Activate the Davis-Besse 4-Way Ringdown Circuit (4-Way). (Detailed instructions are contained in the Emergency Plan Telephone Directory).
- a. If the 4-way is not operable, then obtain telephone numbers for the offsite agencies in the Immediate Notification section of the Emergency Plan Telephone Directory. Contact should be established in the following order:
 - 1. Ottawa County
 - 2. Lucas County
 - 3. State of Ohio
- 6.2.5 As agencies answer, identify yourself by name and facility (Control Room, ECC/EOF) and record the following:
- a. The agency notified.
 - b. Time of contact.
 - c. If the 4-way was used when making the notification.
- 6.2.6 Transmit the information from the approved form. Do not give out any other information.

6.2.7 If any of the required three agencies did not answer the 4-way, then contact them using the Emergency Plan Telephone Directory.

- a. Be aware that offsite agencies should call back to verify the notification if a telephone other than the 4-way was used.

6.2.8 Telefax all completed forms to the Emergency Control Center/Emergency Operations Facility.

6.3 Notification of the Emergency Response Organization through Manual Activation of the ERO Group Page

6.3.1 Manually activate the ERO group page by performing the following:

- a. Obtain the Emergency or Drill Classification from the Emergency Director.
- b. Obtain the following number from the Emergency Plan Telephone Directory, Immediate Notification section, Emergency Response Organization:

- 1. ERO Numeric group pager number

- c. Contact the pager system by dialing the ERO numeric group pager number.

- 1. If you fail to contact the group page a second time, proceed to Step 6.4.

- d. Enter the appropriate classification code:

1111 - UNUSUAL EVENT

2222 - ALERT

3333 - SITE AREA EMERGENCY

4444 - GENERAL EMERGENCY

0000 - ALL CLEAR

- e. Depress the pound key (#) after entering the code.
- f. Repeat Steps 6.3.1.b through 6.3.1.e to activate the group page a second time.

NOTE 6.3.1.g

Within 10 minutes the pager located in the Control Room or CAS should activate with displays of the selected classification code.

- g. Wait for the pager to sound with the proper display.
 - 1. If the Control Room and the CAS pager fail to respond, then contact the On Call Emergency Offsite Manager (see the Integrated On Call Report for numbers.)
 - 2. Inquire if their pager has received the proper classification code.
 - 3. If the Emergency Offsite Manager has not received the page, proceed to Step 6.4.

6.4 Individual Contact of Emergency Responders

6.4.1 If CANS and the pager system fail, then the Shift Manager or designee shall obtain the following:

- a. Attachment 1, Emergency Position Checklist
- b. The ERO On Call Report
- c. The Emergency Plan Telephone Directory

6.4.2 Contact the positions listed on the Emergency Position Checklist using the On Call Report to determine who is on duty. The Emergency Plan Telephone Directory lists both telephone numbers and pager numbers for these individuals.

NOTE 6.4.3

It is important that calls be as short and concise as possible in order to expedite the notification process.

6.4.3 Upon making contact inform the individual of the following:

- a. Your name and title.
- b. Basis for your call (CANS and pagers failed to initiate emergency notifications).
- c. The classification.

6.4.4 Record time of contact on Attachment 1, Emergency Position Checklist.

6.5 Notification of the NRC

6.5.1 The Shift Manager or designee shall activate the NRC Resident Inspector's pager(s) with the Emergency Classification code as follows:

- a. Obtain the NRC Resident Inspector's pager number(s) from the Emergency Plan Telephone Directory, Immediate Notification section.
- b. Contact the pager system by dialing the pager number(s).
- c. Enter the appropriate classification code:

1111 - UNUSUAL EVENT

2222 - ALERT

3333 - SITE AREA EMERGENCY

4444 - GENERAL EMERGENCY

0000 - ALL CLEAR

- d. Repeat steps 6.5.1.a through 6.5.1.c to activate the page a second time.

6.5.2 Initial notification to the NRC should be made by the Control Room staff, unless directed otherwise by the Emergency Director.

6.5.3 Make initial notification to the NRC immediately after notification of the local and state agencies, but no later than one hour after any emergency declaration.

6.5.4 For all NRC notifications, fill out the Reactor Plant Event Notification Worksheet (DB-0095), in accordance with DB-OP-00002, Operations Section Event/Incident Notifications and Actions.

6.5.5 Activate the NRC Emergency Notification System (ENS) (red phone) to contact the NRC Operations Center in Bethesda, Maryland.

- a. If the ENS red phone is out of service, then use the Emergency Plan Telephone Directory, Immediate Notification section, for backup telephone numbers.

6.5.6 Transmit the information on the form.

6.5.7 Telefax all forms to the Emergency Control Center/Emergency Operations Facility.

7.0 FINAL CONDITIONS

7.1 The required personnel have been notified in accordance with the appropriate Emergency or Drill Classification.

7.2 Any system malfunctions have been reported to the Supervisor - Emergency Preparedness.

8.0 RECORDS

- 8.1 The following quality assurance records are completed by this procedure and shall be listed on the Nuclear Records List, captured, and submitted to Nuclear Records Management in accordance with NG-NA-00106:

8.1.1 Davis-Besse Emergency Notification Coversheet (DBEP-012)

8.1.2 Initial Notification Form (DBEP-010)

8.1.3 Periodic Update Form (DBEP-009)

- 8.2 The following non-quality assurance records are completed by this procedure and may be captured and submitted to Nuclear Records Management, in accordance with NG-NA-00106:

8.2.1 Emergency Position Checklist

ATTACHMENT 1: EMERGENCY POSITION CHECKLIST

Page 1 of 1

For ERO Status Update use, place an "X" in the "No" space provided if the computer names the position.
For individual contact use, log the time each notification or unsuccessful attempt is made.

	<u>Emergency Title</u>	<u>Emergency Facility</u>	<u>Person Notified?</u>		<u>Time Notified*</u>
			<u>Yes</u>	<u>No</u>	
1.	Emergency Director	(ECC/EOF)/TSC	_____	_____	_____
2.	Emergency Plant Manager	TSC	_____	_____	_____
3.	Emergency Offsite Manager	ECC/EOF	_____	_____	_____
4.	Emergency Assistant Plant Manager	CTRM	_____	_____	_____
5.	OSC Manager	OSC	_____	_____	_____
6.	Emergency Radiation Protection Manager	TSC	_____	_____	_____
7.	TSC Engineering Manager	TSC	_____	_____	_____
8.	NRC Liaison	ECC/EOF	_____	_____	_____
9.	JPIC Manager	JPIC	_____	_____	_____
10.	Core/Thermal Hydraulic Engineer	TSC	_____	_____	_____
11.	Emergency Planning Advisor	ECC/EOF	_____	_____	_____
12.	Dose Assessment Coordinator	ECC/EOF	_____	_____	_____

Performed by: _____ Date: _____

*Complete only if individual contact of the emergency responders is required.

COMMITMENTS

<u>Section</u>	<u>Reference</u>	<u>Comments</u>
Note 6.2	TERMS O 13969 Q 00784	Capability to notify State and Local agencies within 15 minutes after declaring an emergency.
Section 6.2	TERMS O 13462	Initial notifications should address all items in NUREG-0654, Rev. 1, Standard E Criterion 3.
Section 6.2	TERMS O 13532 O 13566 O 15211 O 15212 Q 02859 Q 03114 Q 03115	Notification of the State of Ohio as well as the Counties.
Section 6.2	TERMS O 13532 O 13567 O 15211 O 15212	Message content
Section 6.5	TERMS O13532 O 15211 O 15212 Q 02859	NRC Notification.
Section 6.2	TERMS O 13534 O 14152 O 15211	Initial and follow up message content
Section 6.2	TERMS O 15212	Documenting receipt of notification